



K Screen Update

September 14, 2015

2015-16 K Screen, Update 4

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Dates to Remember:

September 30 – submit all waiver forms to Melody Cooper

October 15 – new deadline for data entry

K Screen Links:

[Common Kindergarten Entry Screener, KDE](#)

Information on the K Screen, plus forms and previous updates.

[Brigrance OMS](#)

Login screen for users in the OMS.

[KDE Open House](#)

Released K Screen statewide results

[Curriculum Associates Training Site, Kentucky](#)

Access to online training videos regarding the Online Management System

Brigrance Online Management System (OMS)

District and school staff have been working hard to enter student screening data into the OMS. District Brigrance administrators can check the data entry progress of each school by running the screening reports available in the OMS. The group screening summary report shows how many students have data entered and submitted.

Remember, data must be submitted for reporting. However, this group screening summary report will not show which students have missing data, or data that is saved but not submitted. To find out if there is a discrepancy between students with submitted data and the total number of students, use the screened/not screened report. The screened/not screened report lists every student enrolled in the district or school. Use caution, as this report is easily misinterpreted. If a student is listed as screened, some data has been entered, but may not be submitted. If a student is listed as not screened, there is no data entered for that student. Starting next week, KDE will merge the two reports to show students with data entered and saved, but not submitted. If a district or school shows a large number of students with data saved but not submitted, Melody Cooper will contact the district Brigrance administrator.

Every Wednesday, students who were enrolled in Infinite Campus (IC) by the previous Friday afternoon should be accessible in the OMS. Students cannot be entered into the OMS manually. If students are missing, check the following common issues in IC:

- Is the student a first time kindergartner? If the student has even a brief previous "00" enrollment, he or she will not show up in the OMS.
- Does the student have an enrollment type of P (primary)? If students are assigned an enrollment type of N (special education services only), they will not show up in the OMS.
- If a classroom of students does not pull into a teacher's class, check the OMS school/class ID for the teacher's class. The school/class ID must be the teacher's district e-mail address. If that is correct, check the teacher's e-mail address in IC. Name changes may not always be reflected in the system and this causes students to be assigned to the school in the OMS and not the teacher's class.

Making corrections in IC should allow students to show up in the OMS after the next system update. If students are still missing, contact Melody Cooper for assistance.

Prior Setting Data

The prior setting ad-hoc report in IC is state-published and titled *Early Learning Prior Settings*. District and school Brigrance administrators should use the report to check the status of prior setting entries. Every incoming kindergartner must have at least one prior setting location submitted. If resources have been exhausted and it is unknown where a child received early care during the year prior to kindergarten, mark "other."

[KDE Media Portal](#)

*Link to the April 27
webcast for
experienced district
trainers*

*Link to the prior
setting data entry
instructional video*

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Please consider the following when entering prior setting data into IC:

- Districts where state-funded preschool is blended with Head Start must ensure that the pre-school/Head Start students from the previous year have at least TWO prior setting entries: one for preschool and one for Head Start. Programs use this data when identifying strengths and opportunities for improvement. Accurate reporting leads to reliable data.
- Prior setting information may be collected at any time, not just during the screening window. When gathering the information from families, address questions as soon as possible.
- Enter every prior setting a student attended for the year prior to kindergarten. If the start date is unknown, enter the date one year prior to the first day of school.
- Prior setting data must be entered into IC within 15 instructional days after the district screening window closes, with a final deadline of **October 15**.
- If a specific, licensed or school-based early care facility cannot be located in the self-populating drop-down list, contact Melody Cooper.

Detailed instructions for entering prior setting data are **attached** to this message in PowerPoint format; an [instructional video](#) is located on the KDE Media Portal.

Deadline Reminders

As your screening windows close, please remember:

- All data entry must be completed within 15 instructional days after the screening window closes, and **no later than October 15**. This includes:
 - Core Assessment data in the OMS
 - Self-help and Social-Emotional Scales data in the OMS
 - Prior Setting data in IC
- Waiver forms for extraordinary circumstances and medical exemptions must be submitted to Melody Cooper by **September 30**.